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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 2810.1A**  
Effective Date: May  
16, 2006  
Expiration Date: May  
16, 2011

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## Subject: Security of Information Technology

Responsible Office: Office of the Chief Information Officer

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## Chapter 18 IT Security Awareness and Training

### 18.1 Awareness and Training

18.1.1 NASA shall follow the guidance in NIST SP 800-16, IT Security Training Requirements: A Role- and Performance-Based Model, and NIST SP 800-50, Building an Information Technology Security Awareness and Training Program, to provide IT security training for its employees. This approach prescribes the IT security training needed to provide employees with the IT security knowledge required for them to manage, acquire, design and develop, implement and operate, review, evaluate, and use NASA's information resources.

18.1.2 A knowledgeable and skilled workforce is required to ensure IT security policies and requirements are understood and implemented. NASA management will ensure that a robust and Mission Directorate-wide annual NASA IT security awareness and training program be provided. The IT Security Awareness and Training Program will ensure that all personnel, including support service contractors and other users of information systems that support the operations and assets of the Agency, be involved in using, managing, and administering information resources:

- a. Understand their roles and responsibilities regarding IT security.
- b. Understand NASA's IT security policies, procedures, and practices; and have adequate knowledge of the various management, operational, and technical controls

required and available to protect IT resources for which they are responsible.

## 18.2 Awareness and Training Requirements

18.2.1 NASA civil service employees, support service contractors, and grantees, and those who use, manage, or administer NASA information resources will pass all required IT security awareness training modules annually. Additional IT security awareness and training, as defined annually by the SAISO, is required of key management, system administrators, and network administrators, who are civil service employees, contractors, or grantees.

18.2.2 All NASA contracts, cooperative agreements, grants, partnership agreements, agreements with international partners, university partners, and other educational entities, NASA Space Act Agreements, purchase orders, purchase-card buys, inter-governmental orders, and special volunteer partners, whether funded or not funded, shall establish and budget for an aware and skilled workforce in IT security relating to individual roles and responsibilities.

18.2.3 Centers shall coordinate with the IT Security Awareness and Training Center and should ensure the certification of all system administrators.

18.2.4 The IT Security Awareness and Training Center will aggregate and summarize the Agency's overall training status.

## 18.3 Additional Awareness and Training References

a. NIST SP 800-50, Building an Information Technology Security Awareness and Training Program.

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